



North Peace Regional Airport – AVOP Manual

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North Peace
REGIONAL AIRPORT



AVOP Manual (Airside Vehicle Operator Permit)

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0 FOREWORD

To operate equipment in airside areas, operators must hold an AVOP (Airside Vehicle Operator's Permit). To qualify for the AVOP, personnel must possess thorough knowledge, demonstrated through a written test and a practical test. No other airport's AVOP is valid at the North Peace Regional Airport.

The pre-requisites for an AVOP are:

- Valid Canadian Driver's License
- Airport Pass Application signed off by employer

At the North Peace Regional Airport, two types of AVOP are issued:

| | Issued to | Knowledge |
|----------|--|--|
| D/A AVOP | Issued to individuals who need to operate equipment on the aprons and other uncontrolled areas of the airport. | Know and understand sections 1, 2, 3, and appendices of this manual. |
| D AVOP | Issued to individuals who need to enter the uncontrolled and controlled areas of the airport. | Know and understand all sections and appendices of this manual. |

Airport Pass Issuance

| Responsibility | Driving Area | Airport Pass Type | Testing | Validity Period |
|---|--------------|--|--|-----------------|
| Airside Access Only – No Driving | No Driving | YXJ Restricted Area Pass (RAP) for Restricted Area only otherwise an Airside Pass (AP) | Security Awareness Program | 5 Years |
| Airside Access with Driving on Apron and other uncontrolled areas of the airport. | D/A AVOP | RAP/AP D/A AVOP | - Security Awareness Program - D/A AVOP Written Test - D/A AVOP Practical Test | 5 Years |
| Airside Access with Driving on Runway, Taxiway, and Apron (all uncontrolled and | D AVOP | RAP/AP D AVOP | - Security Awareness Program - D AVOP Written Test - D AVOP Practical Test - RVOP knowledge | 3 Years |



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controlled areas of the airport.)

-ROC-A Radio Licence

0.1 Record of Amendments

| Version | Amendment | Date | Entered By |
|---------|--|------------|---------------|
| 3 | New Issue of Manual | 2021-01-01 | Zach B. |
| 3.1 | Changes to training requirements and addition of Airside Pass (AP) | 2021-04-30 | M. Karsseboom |

0.2 Administration

AVOP records are maintained by NPAS and held on file for 6 years, these records are kept ensuring the accuracy of current AVOP permits in circulation. These lists are used to monitor current operators, authorized vehicles, suspended or revoked permits.

The AVOP program is reviewed every three years as part of the SMS Quality Assurance program. Changes to the program will be communicated to airport stakeholders through airport operational bulletins. Any and all changes to the AVOP program will result in a new version of the AVOP manual being issued.

0.3 Intellectual Property Statement

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1 AVOP GENERAL

Safety is the first responsibility of all operators. At no time should personnel allow operational considerations, such as time pressures, to compromise safety. Operators are responsible for maintaining a current level of skill and knowledge.

The following rules and responsibilities apply when airside:

- Drive only in the areas that are authorized by the particular type of AVOP held.
- All personnel operating airside should wear appropriate personal protective equipment (PPE).
- Do not drive in a controlled area without a D AVOP, a properly configured vehicle, and clearance from Fort St. John Radio.
- Yield to aircraft, pedestrians, emergency vehicles with red or blue emergency lights on, snow removal equipment, apron sweepers, and fueling trucks. If uncertain who has the right-of-way, yield to the other vehicle.
- Vehicles must never overtake a taxiing aircraft. Vehicles must not drive within 8m (25 feet) of a parked aircraft on any stand, unless directly involved in the servicing of that aircraft.
- Do not exceed the speed limit.
- Be confident, and always aware of your surroundings.
- Be responsible for the safety of your passengers. Do not carry more passengers than the designated number of seats available in the vehicle.
- When entering or exiting airside through a gate, ensure that you remain at that gate until it is closed.
- Do not exceed designated weight restrictions or permitted tug length when transporting cargo or baggage.
- Do not leave a vehicle or equipment unattended on any vehicular route or aircraft movement area or pedestrian corridor.
- Park vehicles that are not in use in their parking areas.
- Pick up and report FOD that is noticed.
- Where possible, in addition to extreme caution, a marshaller shall be used when approaching or backing away from aircraft.
- Obey all signs and markings.
- Vehicles must not drive over hoses or cables lying on the ground.
- Vehicles must never restrict fuel vehicle egress routes during refueling operations.
- High visibility outerwear is required when working on airside.



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- Seatbelt usage is mandatory on airport property.
- Smoking/Vaping inside or outside of vehicles is strictly forbidden.
- Use of personal audio devices is forbidden.
- Eating inside or outside of vehicles is prohibited.
- Bicycles, skateboards, rollerblade and similar types of equipment are not allowed in the airside area of the airport.
- Follow all instructions received from personnel authorized to direct airside vehicle traffic. Such authorized representatives include, but are not limited to, those who work for NPAS, Security, and the RCMP.

1.1 Vehicle Parking

It is recommended for vehicles to back into parking spots. This allows an operator to drive away without backing into traffic. Beacons should be turned off when vehicles are parked.

Vehicles may only park in designated areas. Vehicles found to be improperly parked may be towed and the registered owner notified. Multiple parking violations could result in removal of the vehicle from the airside.

When parking equipment airside, chocks and/or parking brakes shall be used.

1.2 Vehicle Escorts

An AVOP holder is required to escort a non-AVOP holder at all times when their vehicle is operating on the apron or other controlled areas. Hazard lights may be used in place of a rotating beacon.

A maximum of 2 vehicles can be escorted by an AVOP holder at any given time. Commercial exceptions may apply with prior written approvals from NPAS management.

The person providing the escort is responsible for briefing the escorted vehicle operator(s) or equipment operators on airside operational and safety procedures.

When communicating with Fort St. John Radio, the escorting vehicle identifies themselves and then the number of vehicles being escorted. Examples:

- "Fort St. John Radio this is staff six one plus one"
- "Fort St. John Radio this is staff six one plus two"



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1.3 Vehicle Requirements

You must be qualified and trained to operate the vehicle you are driving. You are responsible to ensure that the vehicle is in safe and proper operating condition. Ensure the following vehicle requirements prior to operating:

- Lights and rotating or flashing beacon is working
- Equipped with Fire Extinguisher
- Brakes are in operating condition
- No fluid leaks are present, a vehicle leaking fluid of any type shall immediately be removed from the airside area until repairs are made.
- FOD removed from vehicle

1.4 Seatbelts

Drivers and passengers must wear seatbelts while the vehicle and/or equipment is in motion, provided that seatbelts were installed by the original manufacturer.

1.5 Safety Management System (SMS)

One of North Peace Airport Services core business values is safety. All AVOP holders should report any incident, accident, or safety concern to NPAS Operations. Safety concerns can also be entered into the Safety Management System (Vortex) through <https://yxj.vortexcms.com/safety-concern>

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2 AVOP TRAINING, TESTING AND OFFENCES

2.1 AVOP Training

All new AVOP applicants must receive training by an airport operator approved trainer. Training should consist of at least 1.5 hours of practical for AVOP D/A and at least 3 hours of practical for AVOP D.

This training is conducted to prepare the applicant for: • a written AVOP test • a practical AVOP driving test. Any person with a valid RAP or other document of entitlement, has a valid PDL and has successfully completed the written test may drive airside for the purposes of training only while accompanied by an approved. The accompanying individual shall be seated beside the trainee in the same vehicle and assume all responsibility for the vehicle's operation. D AVOP applicants shall have access to and sufficient practice on all radio frequencies used at YXJ.

2.2 AVOP Testing

AVOP Testing requires a written and a practical test. Passing mark on the written test shall be 90% on Part 1 and 100% on Part 2. Passing mark on the practical test shall be 100%.

The AVOP D and D/A practical test will be conducted during the daytime hours on Tuesdays and Thursdays by appointment only. You will be expected to demonstrate the extent of the area you are allowed to operate a vehicle in. AVOP written tests are administered by NPAS Administration Officer, AVOP practical tests will be administered by NPAS Coordinator, SMS and Regulatory Compliance or senior Airport Technicians as assigned.

In the event that the applicant is unsuccessful on the written or practical test, they may re-schedule an appointment to re-test after 7 days. In the event that the applicant is unsuccessful on the second attempt, they must wait 30 days before re-taking the test. The waiting period allows for further study of the manual and ensures confidence for the applicant prior to entering the airside environment independently.

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2.3 Recurrent Testing

An AVOP expires every 5 years for a D/A, and every 3 years for a D AVOP. Permit holders are required to complete recurrent testing prior to an AVOP renewal and may renew up to 3 months in advance of expiration. NPAS is not responsible for notification of upcoming expirations of AVOP, thus each passholder is responsible for ensuring that their AVOP is valid and in good standing. In order to renew an AVOP, AVOP D and AVOP D/A holders will need to complete a written test with a 90% passing mark on Part 1 and 100% on Part 2. AVOP D is required to do a practical test with 100% passing mark.

If a person has not driven airside for a period of 12 months or greater their AVOP becomes invalid. To revalidate the AVOP a written and practical exam will be required.

2.4 Employer Commitment

Each employer is responsible to provide information about the AVOP program to all applicants. The employer is also responsible to ensure that all employees have a valid D or D/A AVOP at all times and notify NPAS of any status changes. Temporary suspension, permanent revocation or expiration of a Canadian Driver's license invalidates an AVOP and must be reported to NPAS immediately.

An AVOP will cease to be valid as soon as the holder is no longer employed by the entity for which they required the privileges of driving airside.

2.5 Rules and Regulations

In the event that a violation is committed, NPAS and/or airport Security have the authority to stop and investigate the circumstances. Pass holders must obey all directions from NPAS employees, or representatives, Security, and the RCMP. NPAS shall issue either a Minor or Major Violation and may move forward with the type of suspension that is deemed appropriate.

2.6 Offences and Suspensions

AVOP permit holders must uphold all rules and regulations as set out in the AVOP manual. In the event that a violation is committed, vehicle operators may face penalties that range from a verbal warning to permanent revocation.

All reports of violations will be reviewed by NPAS for enforcement action.



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2.6.1 Minor Violation

A Minor Violation may result in enforcement action of verbal warning and up to a 5-day suspension.

- Speeding
- Driving distracted (ie. Driving with mobile device)
- Parking in non-designated parking areas
- Exceeding max towing units of 4
- Driving over aircraft auxiliary equipment, cables, power cords
- Failure to give right-of-way to other vehicles/pedestrians/aircraft
- Failure to follow directions of an aircraft marshaller
- Depositing FOD
- Improper radio procedure or misuse of radio
- Driving airside with an unsafe or improperly equipped vehicle
- Failure to ensure a vehicle access gate is completely closed before departing.

2.6.2 Major Violation

A Major Violation will result in enforcement action of immediate suspension of 7 days , and up to permanent revocation.

- Unsafe operations
- Failure to report a driver's license suspension or expiration
- Operating a vehicle with a non-current or valid AVOP
- Failure to follow instruction from Fort St. John Radio
- Driving a vehicle between passengers
- Incursion
- Overtaking a taxiing aircraft
- Intentional damage to safety or marking devices
- Reckless or impaired driving
- Vandalism or knowingly cause a hazard
- A security breach caused by a failure to ensure a vehicle access gate is completely closed.
- Threatening, abusing or failing to follow the direction of NPAS Employees, or representatives, Security or the RCMP



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In the event that a minor or major violation is incurred, NPAS reserves the right to require retraining and/or retesting before reinstating an AVOP.

2.7 Appeal

Violations or revocations may be appealed within 30 days of the offence date. A written letter outlining your description of the circumstances and justification can be sent to NPAS. Appeals will be investigated, and notifications of the outcome sent to relevant stakeholders.



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3 DRIVING IN UNCONTROLLED AREA- D/A AVOP

Uncontrolled areas include the aprons, roads, equipment parking area, and aircraft parking area, excluding the runway and taxiways. Uncontrolled Areas are all airside areas that are not under control of Fort St. John Radio.

3.1 Rules and Regulations

The following are the general rules to be observed by operators in uncontrolled areas.

3.1.1 *Entering or Exiting the Airside*

When entering or exiting airside it is the responsibility of the vehicle operator to ensure the gate is fully closed before they depart and that no one passes through the gate especially from groundside to airside. The vehicle operator should position their vehicle as to block access to the gate until it is fully closed. If there are a number of vehicles exiting at one time, then the last vehicle exiting is responsible to ensure the gate closes fully. If there are a number of vehicles waiting to enter the airside each vehicle must enter independently unless the lead vehicle is escorting the other vehicles.

3.1.2 *Right of Way*

All vehicle operators shall give right of way to the following; in order of priority:

- Aircraft, and Aircraft under tow
- Emergency Vehicles (with warning devices operating)
- Snow Removal Equipment / Maintenance Equipment
- Fuel Trucks
- Service Vehicles

As aircraft always have the right of way, it is very important that the vehicle operator always visually checks any movement area to ensure that aircraft are not approaching or departing before proceeding.

When a responding emergency vehicle is approaching from any direction, the vehicle operator shall come to a safe stop until the emergency vehicle passes. Drivers shall not attempt to pull over unless required or directed to do so.



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3.1.3 Speed Limits

Speed limit on roads, aprons and service areas is 30 km/h. Speed limits should be reduced by 50% during times of low visibility or inclement weather such as snow, ice, rain, fog, etc or near construction areas.

3.1.4 Towing

The maximum number of units that can be safely towed on airside is 4 carts. Operators are responsible to ensure their loads are fastened or covered to prevent them from coming loose or falling.

When towing an aircraft at night the aircraft wingtip, tail and anti-collision lights must be illuminated.

3.2 Operational Stands

Areas within operational stands are provided for the free movement of vehicles performing their duties related to servicing an aircraft.

- Do not drive in front of the aircraft
- Do not drive over GPU cords or service hoses.

No unauthorized vehicles are allowed in the restricted area.

3.3 Signs of Aircraft Power-out or Pushback

Power-out is when an aircraft departs from a gate or stand. When passing an aircraft, ensure the aircraft is not powering out. Pushback is a procedure when an aircraft is pushed backwards with a tug.

Aircraft always have the right-of-way. Look for these signs to ensure equipment and pedestrians are stopped for aircraft:

- Wheel Chocks are pulled out
- Tug is in position at the nose of the aircraft (pushback only)
- All doors are closed on aircraft
- Service vehicles are moved away from the aircraft
- Navigation lights are powered on
- Engines are powered on
- Marshaller positioned in front of aircraft

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3.4 Apron Markings

Operators must be aware of various markings on airside surfaces. These markings serve to control aircraft, vehicles and pedestrians.

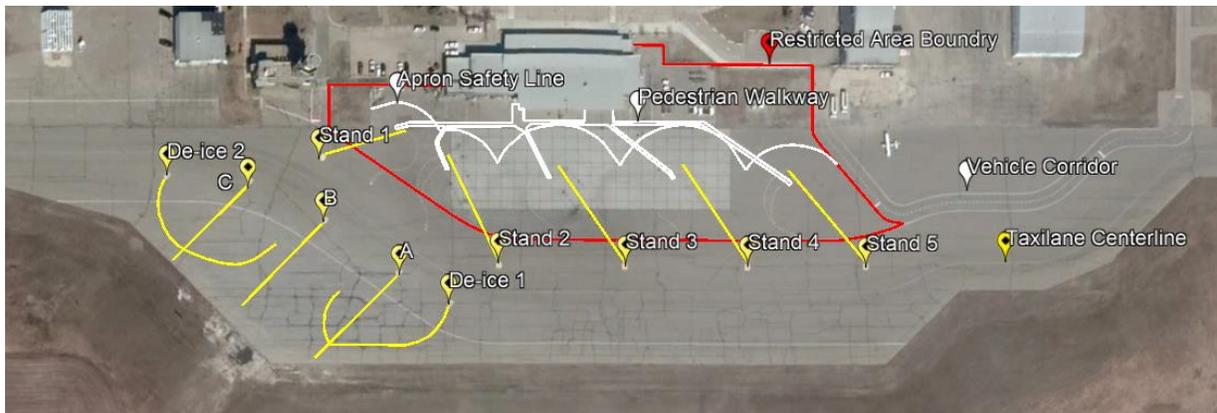


Figure 1: Apron Markings

3.4.1 Safety Lines

Apron Safety Lines are white lines that denote the parking area for ground service vehicles and equipment. This line divides the apron from the equipment parking area.

3.4.2 Equipment Restraint Lines

The Equipment Restraint Lines are red and identify aircraft gating areas where equipment is not to be left unattended.

3.4.3 Taxilane Centerline

The taxilane centerline is a solid yellow line that guide aircraft from the Taxiway to the Operational Stands. Vehicles and equipment must not be left in the vicinity of the Taxilane.

3.4.4 Lead in line

The lead in line guides the aircraft to the specific operational stand. Lead in lines are identified with the stand number and arrow marking

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3.4.5 Aircraft Parking Positions

Aircraft parking positions are designed to fit a particular type and size of aircraft. Parking positions are numbered from 1 to 5.

3.4.6 Pedestrian Walkway

Two parallel solid white lines delineate the Pedestrian Walkway along the terminal side of the apron. Operators may cross Pedestrian Walkway, but must yield to all pedestrians. Equipment is prohibited from being parked inside Pedestrian Walkway.

3.4.7 Taxiway Signage

The entrance to a taxiway from an apron is marked with a sign bearing an alphabetical character. The sign has a yellow character on a black background. D/A AVOP holders must not enter a taxiway.



3.4.8 Apron Lighting and Markers

The entrance to a taxiway from an apron is marked on either side of the entrance with double amber lights/markers (to indicate controlled area).

3.4.9 Taxiway Edge Lights

Taxiway edge lights are blue. These lights are also found on the edge of the apron. AVOP D/A holders are not permitted to enter taxiways.

3.5 Controlled Areas

AVOP D/A holders shall not enter controlled areas. Entrances to controlled areas are marked with 2 amber lights or markers on either side of the intersection.



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Figure 2: D/A Operating Areas



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4 DRIVING IN CONTROLLED AREA- D AVOP

Controlled Areas are all areas controlled by Nav Canada's Flight Service Station (FSS), which includes the airport's Taxiways, Runways, and Critical and Protected areas. All movement shall be communicated via VHF radio to FSS. Upon successful completion of the test, the pass holder will carry a Restricted Radio Operator Certificate (Aeronautical) and an Airport-issued AVOP D license. Testing includes both the AVOP D and D/A sections of this manual. Drivers who are issued a 'D' AVOP must also be familiar with RVOP procedures.

4.1 General Orientation

4.1.1 Runways

There are two runways at YXJ:

- Runway 12/30 (ILS Runway)
- Runway 03/21 (Crosswind Runway)

NOTE: Extra caution is required at the intersection of the two runways to prevent runway incursions.

4.1.2 Taxiways

There are two controlled taxiways at YXJ:

- Taxiway A connects the Apron to Runway 12/30
- Taxiway B connects the Apron to Runway 03/21
- Taxiway C is abandoned and not monitored or controlled by NAV Canada.

4.1.3 Aprons

There is one apron area, the main section of this apron serves commercial traffic in front of the terminal building. The other areas of this apron serve GA and Charter traffic.

4.1.4 Helipads

There are no designated helipads, but three helicopter operating areas:



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- Bailey Helicopter, west of the Apron
- Highland Helicopter, west of the Apron
- Canadian and Yellowhead shared helicopter area northeast of the Apron.

4.1.5 Other Airside Roads

There are two designated airside roads:

- Chicken Road, Uncontrolled, east of the Apron
- Localizer Road, Controlled, near Taxiway A and Runway 12 Threshold

4.2 Vehicle Requirements

Each vehicle or piece of equipment operating in the controlled area must have a unique number and call sign. The vehicle number shall be displayed on the vehicle in a contrasting color in a size large enough to be seen from a distance.

4.3 Rules and Regulations

No vehicle or person shall enter a controlled area without the permission of Fort St. John Radio (FSS). While in a controlled area, vehicles and pedestrians shall monitor ground frequency and shall comply with direction given by Fort St. John Radio. Any vehicle leaving a controlled area shall advise Fort St. John Radio. All instructions provided by Fort St. John Radio must be adhered to.

4.4 Reduced Visibility Operation Procedures (RVOP)

In periods of reduced visibility the airport RVOP plan may be implemented. All vehicles and aircraft operating within the controlled area must follow the RVOP procedures when operating in RVOP conditions. Details of the RVOP plan are contained within the NPAS RVOP manual. All holders of a 'D' AVOP must be familiar with the RVOP procedures. The RVOP manual is available from the NPAS administration office.

4.5 Speed on Taxiway and Runways

There are no set speed limits on taxiways or runways, however best practice would be only as fast as required for safe and efficient travel.

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Speed should be reduced during periods of low visibility or inclement weather such as snow, ice, rain, fog, etc.

4.6 Controlled Area Operations

Vehicle traffic within controlled areas is restricted to necessary operational use only. All other traffic shall use the roadways whenever possible.



Figure 3: Controlled Operating Area

4.7 Protected Area

Protected Area is the area surrounding the controlled surfaces beyond surface edge and beyond surface end. If you need to operate in the protected area, you need to gain clearance from Fort St. John Radio. Operators outside of the Protected Area are considered off of the controlled surface. A map of the airfield illustrating Protected Areas can be found in the Airport Maps section.

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4.8 ILS Critical Areas

Operators shall not enter the Critical Area (areas adjacent to Navigational Aids) without prior approval from NAV Canada.

4.9 Electronic Interference

No person may operate any vehicle or device that causes electronic interference to any radio or navigation aid at the airport. Permission from Fort St. John Radio must be obtained prior to operating a vehicle within 150 meters of an aviation navigation facility.

4.10 Working Radio

All vehicles operating in a controlled area must have a working radio capable of contacting Fort St. John Radio on the ground frequency or must be escorted by a vehicle that meets the requirements.

Radio communications should be kept short, clear, and concise to avoid unnecessary congestion on the frequency.

4.11 Radio Frequencies

While in the controlled area, the vehicle must continuously monitor Fort St. John Ground Radio frequency.

| | |
|--------|-----------|
| Ground | 121.9 Mhz |
| Tower | 118.8 Mhz |

4.12 Fort St. John Radio Instructions – Vehicles

Before proceeding into a controlled area, the vehicle operator shall contact Fort St. John Radio for permission to proceed to a specific location via a specified route. Vehicles operating in groups shall be under the control of one vehicle operator who is responsible for requesting and acknowledging Fort St. John Radio instructions.

Vehicle operators shall request to proceed the whole route. If the route has changed request the correction with Fort St. John Radio. Refer to the Section 5.5 Conversing on the Radio for examples.

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The vehicle operator shall acknowledge all instructions as understood or request that the instructions be repeated if not understood. The vehicle operator shall only proceed to the requested location along the route specified by Fort St. John Radio.

When operating in the controlled area, the operator must remain with the vehicle radio, should the FSS need to contact the operator to provide instruction.

When instructed to leave the Controlled Area, the vehicle operator shall acknowledge the instruction, immediately leave the Controlled Area and report to Fort St. John Radio when off.

4.13 Equipment Failure

If your equipment fails in the controlled area, follow these procedures:

| Failed Equipment` | Action | FSS Response |
|---------------------------|---|--|
| Vehicle Failure | Inform Fort St. John Radio and request assistance | Radio response |
| Radio Failure | Use cell phone to call FSS at 250.787.0434 and request further instructions | Reply to del phone call and establish further instructions |
| Vehicle and Radio Failure | Activate available flashing lights and stay with vehicle. Used cell phone to call FSS and request further instructions | Reply to call and establish further instructions. |

Whenever you observe runway lights to blink or flash on and off, it is a signal that Fort St. John Radio cannot contact you and that you must leave the runway via the nearest safe exit off of the Runway.

4.14 Entering or Crossing Runways

Permission to use a runway does not include the ability to proceed across an intersecting runway unless permission is specifically granted. This is normally obtained by adding the phrase "crossing (runway)" to any request to enter the runway. If not granted, the operator must stop and request permission prior to crossing an intersecting runway. Always call off of the runway once you have passed the hold line.

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4.15 Runway Hold Short Instructions

Whenever Fort St. John Radio issues an instruction to “hold short” of a Controlled Area, the driver shall read back the instruction to Fort St. John Radio to confirm that the instruction was received and understood. Until given permission to enter the Controlled Area, the vehicle shall remain outside of the controlled area.

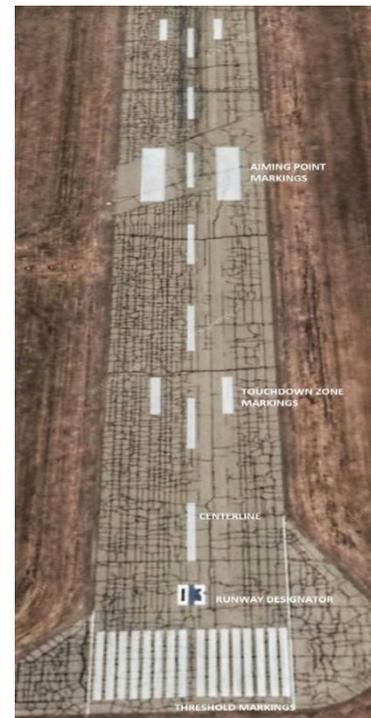
4.16 Signs and Markings

4.16.1 Runway Markings

Runway markings are all white. The centerline of the runway is marked with a broken white line. Runways are numbered in tens of degrees on a magnetic compass heading. The heading of the runway is next to the threshold. Runway 03 is a magnetic compass heading of 030 degrees, Runway 12 is 120 degrees.

The threshold is the beginning of the useable portion of the runway for landing aircraft. It is marked with a series of white lines running parallel with the length of the runway.

The marks at either side of the centerline are the touchdown zone and the aiming point markings. The touchdown zone is 150 meters from the threshold. The aiming point is 300 meters from the threshold.



4.16.2 Taxiway Markings

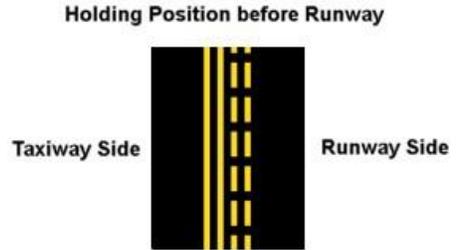
Taxiways are identified with a letter. The center of the taxiway is marked with a solid yellow line.



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4.16.3 Runway Hold Line

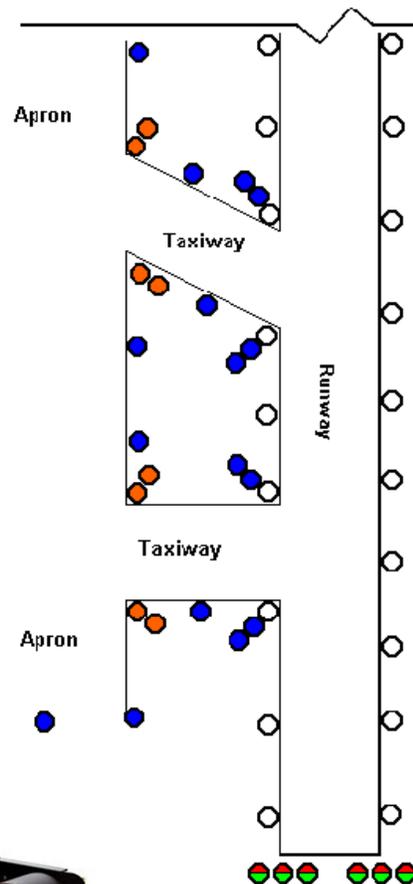
A runway hold line is a set of 4 yellow lines: 2 Solid and 2 dashed. The two dashed lines are on the Runway side of the set of 4 lines. You must not cross this line onto the runway without first receiving permission from the Nav Canada controllers. They are routinely located 60 metres from the runway centreline.



4.16.4 Controlled Area Lighting

Airfield lighting within controlled areas allows for control of aircraft and vehicles. The following diagram gives an example of the color of lights operators can expect to find in controlled areas.

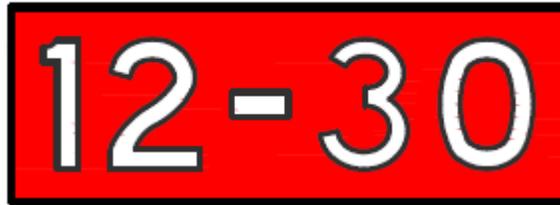
- | | |
|--------------------------------|---|
| White | • Runway Edge |
| Blue | • Edge of Taxiway and Apron |
| Double Blue | • Intersection of runway and taxiway or taxiway and taxiway |
| Green | • Runway threshold (The green half points towards the runway approach) |
| Red | • Runway end lights (The red half points in the direction of the runway) |
| Double Amber | • Intersection of Apron (Uncontrolled) and Taxiway (Controlled) |
| Runway Guard (Wig Wags) | • Located on both sides of a hold line. Each unit consists of two amber lights that alternate on and off. |



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4.16.5 Airside Signage

Runway Designation Signs are mandatory information signs that identify the entrance to runways. When these signs are red, they also carry the message to "HOLD SHORT". You shall not proceed beyond a Runway Designation Sign without the permission of Fort St. John Radio.



White Text on Red Background

Location Signs provide information primarily to aircraft but vehicle operators should use them to confirm their position on the airfield.



Yellow Text on Black Background

Direction Signs indicate the direction to follow to reach certain positions or locations on the airfield.



Black Text on Yellow Background

Stop Signs There are vehicle stop signs located at service roads that indicate to contact FSS before proceeding onto the maneuvering surface.





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5 RADIO PROCEDURES

5.1 Basic Radio Guidelines

Restricted Radio Operator Examinations are administered using the Study Guide on the Industry Canada website, www.ic.gc.ca. Portions of the study Guide are incorporated into this AVOP Manual.

5.2 Radio Operating Techniques

- Listen first to ensure that you will not interrupt another transmission.
- Depress the 'Press To Talk' button before beginning to speak and keep it depressed for the entire transmission. Avoid clicking on and off. When the transmission is finished, release the button.
- Use a normal conversational tone and volume of speech.
- Be clear and concise using standard procedure words, phrases, and standard airport terminology. Avoid use of slang, such as "OK", "REPEAT", "TEN-FOUR", "OVER" and "OUT", etc.
- Establish your message before you begin to deliver it.
- Continuously monitor the radio when in the Controlled Area. No vehicle operator may leave a vehicle radio unattended while in the Controlled Area except with the specific permission of Fort St John Radio.
- Advise Fort St John Radio when your vehicle has exited the Controlled Area.
- Report completion of an activity only after it has been completed, i.e., report being off a runway only after your vehicle is outside the Controlled Area, not while you are still in the process of leaving.
- In addition to Fort St John Radio giving permission to proceed into the Controlled Area, always visually check to ensure that you will not interfere with aircraft approaching.
- Ensure that you fully understand all instructions given by Fort St John Radio before proceeding.

5.3 Phonetic Alphabet and Numbers

The ICAO Phonetic Alphabet is used in radio communications on the airside. Syllables that are capitalized are emphasized in your speech.

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| Letter | Word | Pronounced | Letter | Word | Pronounced |
|----------|---------|-------------|----------|----------|--------------|
| A | Alpha | AL fah | N | November | no VEM ber |
| B | Bravo | BRAH voh | O | Oscar | OSS cah |
| C | Charlie | CHAR lee | P | Papa | pah PAH |
| D | Delta | DELL tah | Q | Quebec | keh BECK |
| E | Echo | ECK oh | R | Romeo | ROW me oh |
| F | Foxtrot | FOKS trot | S | Sierra | see AIR rah |
| G | Golf | GOLF | T | Tango | TANG go |
| H | Hotel | hoh TELL | U | Uniform | YOU nee form |
| I | India | IN dee ah | V | Victor | VIK tah |
| J | Juliett | JEW lee ETT | W | Whiskey | WISS key |
| K | Kilo | KEY low | X | X-Ray | ECKS ray |
| L | Lima | LEE mah | Y | Yankee | YANG key |
| M | Mike | MIKE | Z | Zulu | ZOO loo |

| Number | Pronounced | Number | Pronounced |
|----------|------------|----------|------------|
| 0 | ZE-ro | 5 | FIVE |
| 1 | WUN | 6 | SIKS |
| 2 | TOO | 7 | SEV-en |
| 3 | TREE | 8 | AIT |
| 4 | FOW-er | 9 | NINER |

Speak all numbers, except the thousands, by pronouncing each digit separately. Add the word "thousand" after the digit to indicate a thousand. Add the word "decimal" in between digits to indicate a decimal.

| Number | Pronounced |
|--------------|--------------------------|
| 10 | ONE ZERO |
| 50 | FIVE ZERO |
| 100 | ONE ZERO ZERO |
| 427 | FOUR TWO SEVEN |
| 15000 | ONE FIVE THOUSAND |
| 121.9 | ONE TWO ONE DECIMAL NINE |



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5.4 Standard Words & Phrases

| Word or Phrase | Meaning |
|---|---|
| ACKNOWLEDGE | Let me know that you have received and understood this message |
| AFFIRMATIVE | Yes |
| BREAK | Indicates the separation between portions of the message |
| CHECK | Examine a system or procedure (e.g: check the runway lights) |
| CONFIRM | "Have I received the following..." or "Did you receive the message?" |
| CORRECT | True/accurate |
| CORRECTION | An error has been made in transmission, the correction will follow |
| DISREGARD | Ignore |
| GIVE WAY | Give priority to vehicle/aircraft on same maneuvering area |
| GO AHEAD | Proceed with your message |
| HOLD SHORT (runway identifier) | Do not cross the runway identified. This instruction must be read back to Fort St. John Radio to confirm vehicle operator understanding |
| HOW DO YOU READ? | What is the readability of my transmission? |
| I SAY AGAIN | I repeat for clarity or emphasis |
| NEGATIVE | No/permission not granted/not correct/not capable |
| READ BACK | Repeat all, or the specified part of last transmission |
| REPORT OFF | Instruction to be read back. Usually used when an operator has exited a controlled surface |
| SAY AGAIN | Repeat all, or the following part, of your last transmission |
| STANDBY | Wait and monitor frequency, caller will re-establish contact |
| WITHOUT DELAY | Proceed with instruction quickly and safely |

5.5 Conversing on the Radio

When you are conversing on the radio, it is important to use standard phraseology, be clear, and concise in your transmission. This allows for communications with FSS to be more efficient and to avoid misunderstandings.

It is important to establish the following before you begin your transmission:

- Who you are calling.
- Who you are (call sign: for example Staff 62).
- Where you are currently located.



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- What your request is. It is important to give your full requests including any maneuvering surface that you will need to access in order to get to your destination.

The following are some examples of standard radio transmissions.



Staff Six-Two (62)



Fort St John Radio

5.5.1 Basic call-up and acknowledgement sequence:

1 Vehicle - Call-up

Procedure To establish communication with Fort St John Radio, the vehicle operator will first use the call sign of the station called, followed by its identification (call sign).

Example:



"Fort St John Radio, Staff Six-Two (62)"

2 FSS - Reply

Procedure Fort St John Radio will reply to the vehicle operator by first identifying the call sign of the vehicle (station calling), followed by itself (the station called).

Example:



"Staff Six-Two (62), Fort St John Radio"

3 Vehicle - Message



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Procedure The vehicle operator will identify itself again, then state what it wants to do / where it wants to go.

Example:



"Staff Six-Two (62) at the Shop, request permission to proceed via Taxiway Alpha onto Runway one-two"

4 FSS - Message Reply

Procedure Fort St John Radio will reply to the request by authorizing, providing an alternate route, or not authorizing.

Example:



"Staff Six-Two (62), proceed via Taxiway Alpha onto Runway one-two three-zero (12/30)"

5 Vehicle – Acknowledgement

Procedure Vehicle operator will acknowledge Fort St John Radio's message by identifying itself (station calling) and then stating what it is about to do

Example:



"Staff Six-Two (62) Proceeding Alpha and Runway one-two three-zero (12/30)"

5.5.2 Basic call-up and request when a vehicle is accompanying (escorting):



"Fort St John Radio, Staff Six-Two Plus One"



"Staff Six-Two Plus One, Fort St John Radio"



"Staff Six-Two Plus One on the Apron, request permission to proceed via Taxiway Bravo onto Runway zero-three two-one (03/21)"



"Staff Six-Two Plus One, proceed via Taxiway Bravo onto Runway zero-three two-one (03/21)"



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"Staff Six-Two Plus One Proceeding Bravo and Runway zero-three two-one (03/21)"

5.5.3 Fort St John Radio instructions to hold short of a runway must be complied with, and must be read back:



"Fort St John Radio, Staff Six-Two"



"Staff Six-Two, Fort St John Radio"



"Staff Six-Two at the Apron, requesting permission to proceed Taxiway Alpha onto Runway zero-three two-one (03/21) via Runway one-two three-zero (12/30)"



"Staff Six-Two, proceed onto Taxiway Alpha, hold short of Runway one-two three-zero (12/30)"



"Staff Six-Two, proceeding Taxiway Alpha, holding short of Runway one-two three-zero (12/30)"

5.5.4 Whenever able, Fort St John Radio will authorize a vehicle to occupy a runway full length, until which time the intersecting runway becomes unavailable.



"Fort St John Radio, Staff Six-Two"



"Staff Six-Two, Fort St John Radio"



"Staff Six-Two on the apron, requesting permission to proceed Taxiway Bravo to Runway zero-three two-one (03/21)"



"Staff Six-Two, proceed Taxiway Bravo to Runway zero-three two-one (03/21), crossing Runway one-two three-zero (12/30) until further advised"



"Staff Six-Two Proceeding Bravo, Runway zero-three two-one (03/21), crossing Runway one-two three-zero (12/30) until advised"



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5.5.5 *Vehicle operators shall always request for Taxiways, even when the operator is on the runway.*



"Fort St John Radio, Staff Six-Two"



"Staff Six-Two, Fort St John Radio"



"Staff Six-Two on Runway zero-three two-one (03/21) requesting permission to proceed Taxiway Bravo to the Apron"



"Staff Six-Two, proceed Taxiway Bravo to the Apron"



"Staff Six-Two Proceeding Bravo to the Apron"

5.5.6 *Fort St John Radio will notify the Vehicle Operator to proceed off Controlled Surfaces when needed.*



"Staff Six-Two, Fort St John Radio"



"Fort St John Radio, Staff Six-Two"



"Staff Six-Two Exit Runway one-two three-zero (12/30)"



"Staff Six-Two, Exiting Runway one-two three-zero (12/30), permission to proceed Taxiway Alpha"



"Staff Six-Two Proceed onto Taxiway Alpha, report off the runway"



"Staff Six-Two (off) holding short Runway one-two three-zero (12/30) on Alpha"



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5.6 Radio Test

A radio equipment test should be done when you are unsure of your radio’s performance. Tests must be short and not interfere with other transmissions. Readability and signal strength of transmissions is often reported as “five-by-five” or four-by-three” based on the following chart:

Intelligibility:

1 – bad

2 – poor

3 – fair

4 – good

5 - excellent

Signal strength:

1 – scarcely perceptible

2 - weak

3 – fairly good

4 – good

5 – very good

Example:



“Fort St John Radio, Staff Six-Two (62) Radio Check”



“Staff Six-Two , Fort St John Radio, reading you five-by-five”



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6 GLOSSARY

Airport Pass- A permanent pass issued by NPAS and required for unescorted entry to the airside and Restricted Area. North Peace Regional Airport also accepts the National Restricted Area Identification Card.

Airside- All areas inside the airport perimeter fence or air terminal building security barrier which is marked with "Restricted Area" signs; as defined in the Aerodrome Security Regulations.

Apron- An area that is not part of the maneuvering area and designed for the movement of aircraft, vehicles and pedestrians.

AVOP- Airside Vehicle Operator Permit issued by NPAS. The AVOP is required by anyone who operates vehicles in the airside areas of the North Peace Regional Airport.

Controlled Area- An area on the airside which cannot be entered without permission of Fort St. John Radio. The controlled area is the runways to a distance 75 meters either side of center extending into the approach area to a distance of 75 meters and taxiways to a distance of 26 meters either side of center. Although not specifically a controlled area, the infield areas shall not be entered without advising Fort St. John Radio. Entry to the infield areas shall be treated as a controlled area by persons entering.

D/A AVOP- An AVOP which only permits a driver to operate a vehicle in uncontrolled airside areas in performance of their duties.

D AVOP- An AVOP that allows a driver to operate a vehicle anywhere on the airport in the performance of their duties.

Equipment Parking Area- This is an area designated by NPAS for the parking of ground service equipment and other authorized airside vehicles.

FOD- Foreign Object Debris FOD can be ingested by jet engines, damage propeller blades, or be propelled by prop wash or jet blast, and presents a significant hazard to safe aircraft operations. It is everyone's responsibility to pick up any FOD that is seen.

Flight Service Station (FSS)- Fort St. John Radio – a Nav Canada agency responsible for vehicle movement in controlled areas.

Groundside- The portion of the airport that is publicly accessible.

Incursion- Entering the controlled area without the permission of Fort St. John Radio.

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Maneuvering Areas- The areas at the airport that are intended for the movement of landing and taking off of aircraft, excluding aprons.

Marshaller- A person on the ground directing an aircraft.

Movement Area- The area(s) at the airport that are used for the movement of aircraft, including the maneuvering areas and aprons.

NPAS- North Peace Airport Services – the operator of the North Peace Regional Airport.

Operational Stand- An area of an apron designated for aircraft to park, load, unload, and/or be serviced.

Pedestrian Pathways- These are delineated pathways for the safe movement of passengers and personnel between the aircraft and air terminal building.

Restricted Area- Where placed, marks the security barrier of the airport as defined in Canadian Aviation Security Regulations.

RVOP- Reduced Visibility Operation Plan. A plan developed to manage vehicle and aircraft movements when the visibility is below ½ mile or 2600 RVR.

Service Roads (Perimeter Road)- Roads on the perimeter of the airside area which do not penetrate the maneuvering or any controlled areas.

Vehicle- Any type of automobile, bicycle, skateboard, over snow vehicle or any other type of self-propelled vehicle, which is classified as a vehicle under the British Columbia Highway Traffic Act.

Vehicle Corridors- A path delineated by solid white lines, to provide guidance to vehicles and equipment operators.

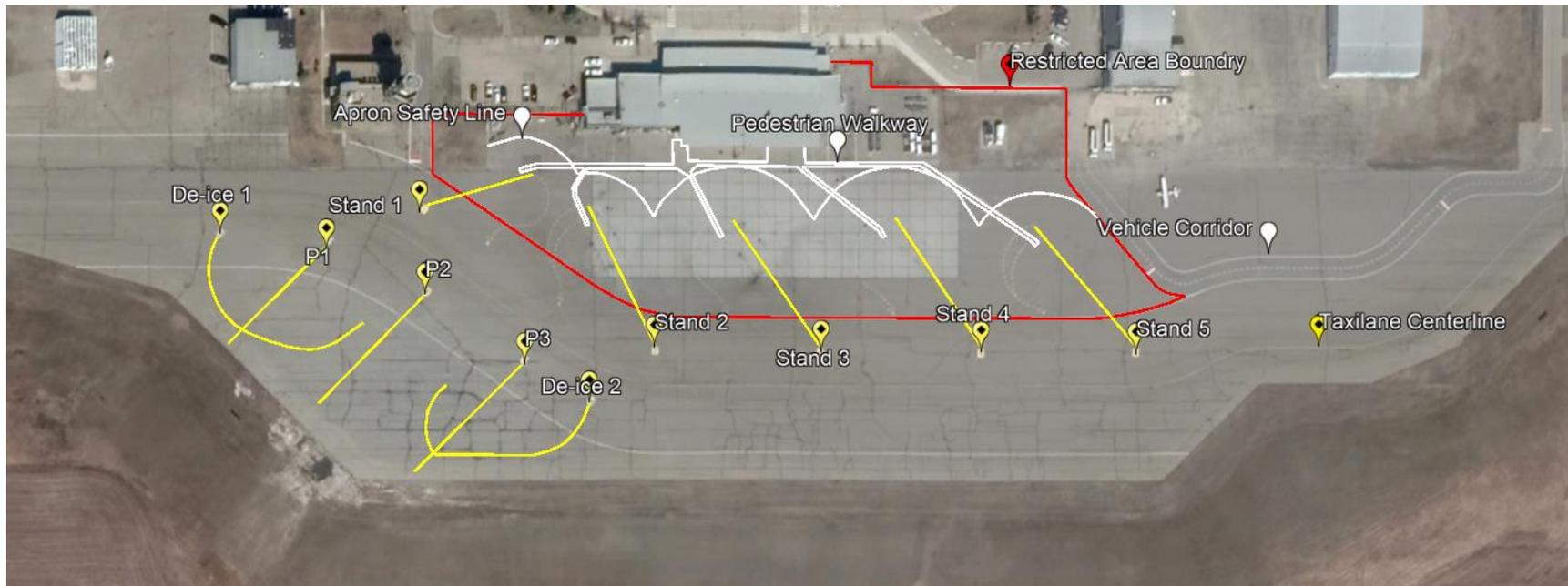
Visitor Pass- A NPAS-issued visitor pass that requires escort by an airport pass holder to enter restricted areas.

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7 APPENDIX A – AIRPORT MAPS

7.1 Apron I Map

Apron Map illustrates locations and gate number for each gate, the map also shows the stand numbers.



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7.2 Airfield Map – Runways, Taxiways, and Aprons



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7.3 Airfield Map – Controlled Areas





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8 APPENDIX B – SAMPLE EXAMS

D/A AVOP SAMPLE TEST

Name: _____

Company: _____

1. **When entering or exiting a gate, who is responsible for ensuring it is closed?**
 - a. Airport Security
 - b. The person closest to the gate
 - c. The person that opened the gate

2. **What is the speed limit on the apron?**
 - a. 20 km/hour
 - b. 25 km/hour
 - c. 30 km/hour

3. **What type of vehicle requirements are needed in order to operate on airside? (select all that apply)**
 - a. Vehicle in good operating condition
 - b. FOD removed from vehicle
 - c. Rotating or flashing beacon

4. **An area on the airside that cannot be entered without the permission of Fort St. John Radio is called:**
 - a. Movement area
 - b. Controlled area
 - c. Restricted area

5. **When working on airside you must: (select all that apply)**

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- a. Drive only in controlled areas
- b. Follow all instructions received from NPAS, Security and the RCMP
- c. Wear appropriate PPE including high visibility outerwear

6. The restricted area inside the apron safety line where commercial operations occur is called:

- a. Sterile Area
- b. Airside
- c. Apron

7. An area designated for aircraft to park, load, unload and/or be serviced is called:

- a. Airside
- b. Movement area
- c. Operational stand

8. With a D/A permit, what areas of airside are you permitted to enter?

- a. Aprons, Service roads, and taxiways
- b. Aprons and other uncontrolled areas of the airport
- c. Service roads, taxiways, and other controlled area

9. Different colored edge lights are provided to delineate boundaries of various airside surfaces.

- a. True
- b. False

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10. The vehicle operator is responsible for determining that his or her vehicle is operating satisfactorily and has the required safety equipment and markings

- a. True
- b. False

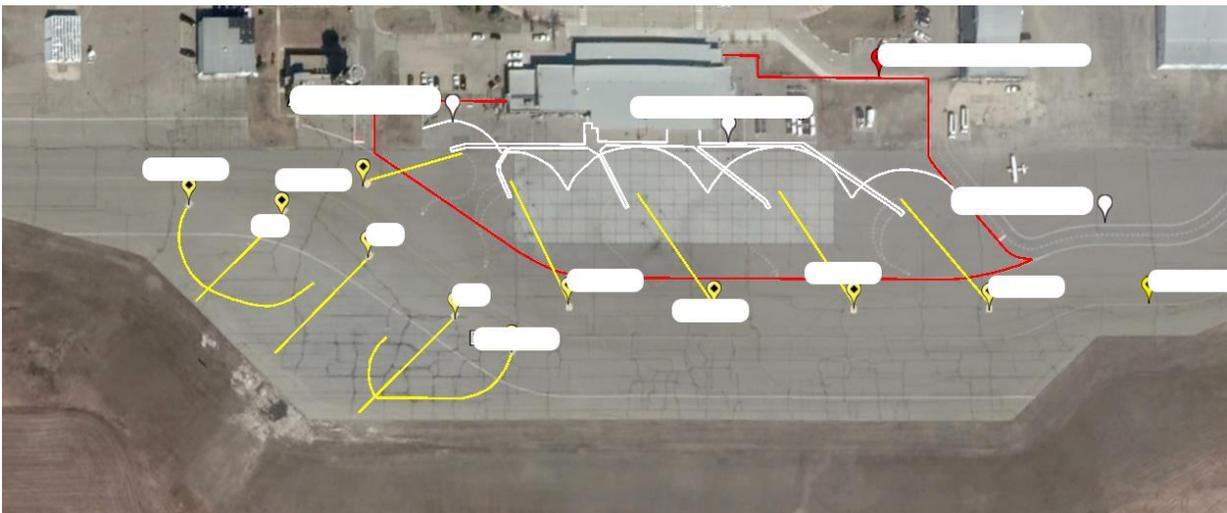
11. Beacons should be left on at all times on airside

- a. True
- b. False

12. The person providing the escort is responsible for briefing the person(s) they are escorting

- a. True
- b. False

13. Refer to the apron map below and correctly identify the following: Apron Safety Line, Taxilane Centerline, Passenger Corridor, Restricted Area Boundary, Stand 1-5, Parking Positions 1-3, and De-ice 1 and 2





North Peace
REGIONAL AIRPORT

OPERATIONS

VERSION | 3.1

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D AVOP SAMPLE TEST

Name: _____

Company: _____

1. **What is the speed limit on the apron?**
 - a. 20 km/hour
 - b. 25 km/hour
 - c. 30 km/hour

2. **The beginning of the usable portion of the runway for landing aircraft is called:**
 - a. Touchdown zone
 - b. Threshold
 - c. Aiming Point

3. **When entering or exiting a gate, who is responsible for ensuring it is closed?**
 - a. Airport Security
 - b. The person that opened the gate
 - c. The person closest to the gate

4. **What is the purpose of the Taxiway Centerline?**
 - a. To keep an area clear for parking and ground service
 - b. To indicate to travel at a slow speed on the apron
 - c. To serve as a center of aircraft guideline on the apron and taxiways

5. **If Fort St. John Radio issues an instruction to hold short you must:**



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- a. Stay where you are and wait for further instruction
- b. Read back the instruction to Fort St. John Radio and confirm that instruction was received and understood and stay out of the controlled area until given permission
- c. Proceed to the area requested and call the radio again for permission to continue

6. When working on airside you must: (select all that apply)

- a. Wear appropriate PPE including high visibility outerwear
- b. Follow all instructions received from NPAS, Security and the RCM
- c. Drive only in controlled areas

7. Uncontrolled areas include (select all that apply):

- a. Apron
- b. Protected areas
- c. Equipment parking areas

8. An area of an apron designated for aircraft to park, load, unload and/or be serviced is called:

- a. Movement area
- b. Airside
- c. Operational stand

9. How many vehicles can an AVOP holder escort at any time?



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- a. 2
- b. 3
- c. Unlimited

10. Controlled areas include (select all that apply):

- a. Aprons
- b. Taxiways and Runways
- c. Critical and protected areas

11. In the event that you are driving through an operational stand you must (select all that apply):

- a. Yield to pedestrians
- b. Drive in front of the aircraft
- c. Ensure you do not drive over GPU cords or service hoses

12. What color is taxiway location signage?

- a. Yellow with black letters
- b. Red with white letters
- c. Black with yellow letters

13. The person providing the escort is responsible for briefing the person(s) they are escorting

- a. True
- b. False

14. The vehicle operator shall only proceed to the requested location along the route specified by Fort St. John Radio

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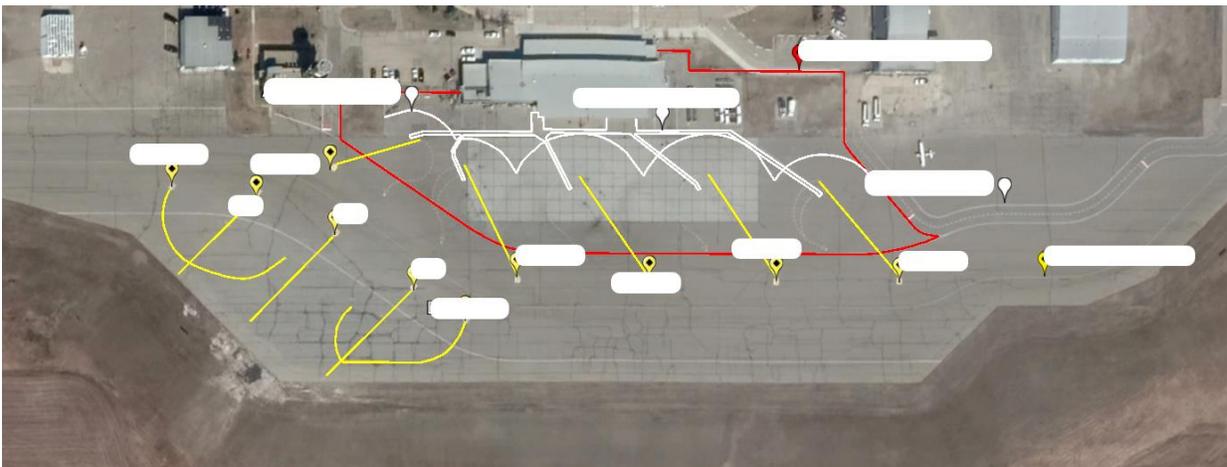
- a. True
- b. False

15. There are no set speed limits on Taxiways and Runways

- a. True
- b. False

16. Refer to the apron map below and correctly identify the following:

Apron Safety Line, Taxilane Centerline, Passenger Corridor, Restricted Area Boundary, Stand 1-5, Parking Positions 1-3, and De-ice 1 and 2



18. Refer to the airfield map below and correctly identify the following:

Aprons & Helipads, Taxiways, Runways.



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D/A AVOP Sample Test Answers

- | | | | |
|----|-------|-----|---|
| 1. | C | 7. | C |
| 2. | B | 8. | B |
| 3. | A,B,C | 9. | A |
| 4. | B | 10. | A |
| 5. | B,C | 11. | B |
| 6. | A | 12. | A |

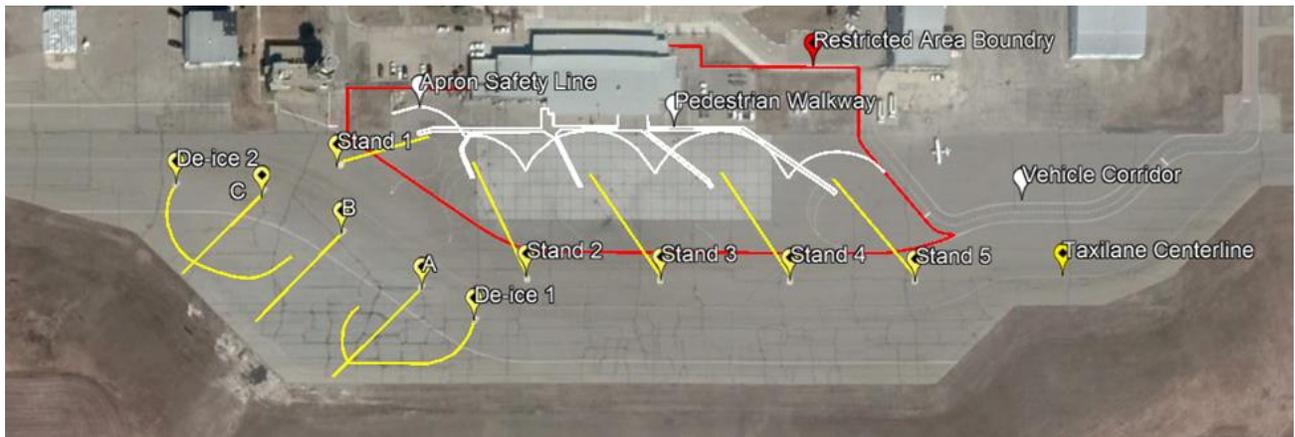
D AVOP Sample Test Answers

- | | | | |
|----|---|-----|-----|
| 1. | B | 9. | A |
| 2. | B | 10. | B,C |
| 3. | B | 11. | A,C |
| 4. | C | 12. | C |



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| | | | |
|----|-----|-----|---|
| 5. | B | 13. | A |
| 6. | A,B | 14. | A |
| 7. | A,C | 15. | A |
| 8. | C | | |





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Practical Test Checklist

Driver: _____ **Company:** _____ **Vehicle:** _____

Valid Canadian Driver's License

Date: _____

| Item | Pass | Fail | Comments |
|------|------|------|----------|
|------|------|------|----------|

D/A AVOP

- Vehicle Check
- Knowledge of Airfield Markings
- Knowledge of Airfield Signage
- Knowledge of Airfield Lighting
- Familiarization of surfaces
- Signs of Pushback/Power Out
- Maintain Speed Limit
- Uncontrolled Area vs Controlled Area
- Gates
- Right of Way

Additional for D AVOP

- Using Proper Radio Frequencies
- Following FSS Instructions
- Standard Phraseology
- Without Delay/Hold Short
- Equipment Failure
- Calling Off Controlled Surface

Pass

Re-Schedule

Examiner: _____